

PREPARE IN DUPLICATE

1. TITLE OF REPORT Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120012-1

## Packing &amp; Crating Weekly Activity Log

CLASSIFICATION  CONFIDENTIAL  SECRET  TOP SECRETREPORT 

STAT

 HARRIETTE MACHINE NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	X LOGISTICS	SECURITY	OTHER (specify)
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components and number of copies)
1	Weekly		1
7. FORMAT (memorandum, form, computer print-out, etc.) Ditto Copy	8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. N/A		9. DIRECTIVE AUTHORITY REQUIRING REPORT Chief of [redacted]
10. PREPARING COMPONENT (include lowest level contributing information to report) Packing & Crating Section	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-6	\$4.09	Half Hour	\$2.05	52	=	\$106.60
GS-11	\$5.91	1/4 Hour	\$1.47	52	=	\$76.96
					Total Cost Per Year	34 hours

B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						183.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Packing &amp; Crating Weekly Activity Log is to inform top management of various projects that have been completed and/or still outstanding and is used as a tool to determine the amount of space that is required.

14. FUTURE GOALS			ESTIMATED SAVINGS
GOAL PROPOSED BY COMPONENT FOR THIS REPORT			
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS
<input type="checkbox"/> CHANGE			DOLLARS
<input type="checkbox"/> DISCONTINUE			STAT
15. DATE OF INVENTORY			FURNISHING INFORMATION
28 Sept. Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120012-1			16. EXTENSION